



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

3/19/15

Sherri True  
716 Roscoe  
Muscatine IA 52776

Dear Sherri,

This letter is in regards to the 3/18/15 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

**Sherri needs to secure electrical cord or video cord from her tv to her DVD player downstairs in the basement.**

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

**Sherri needs to update her contact list.**

☐ 110.5(1)d Medicines are given only with written authorization from the doctor or parent.

**Sherri needs to have consent form for eye drops for G.B.**

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

**Sherri needs to anchor swingset; store mower; store rake; fix broken lattice on upper porch.**

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

**Sherri needs to remove leaves/yard waste from concrete pad under deck; remove tire from under tree; remove piles of leaves/yard debris from yard.**

☐ 110.5(1) Is free from contamination by drainage or ponding of sewage, household waste, or storm water.

**Sherri needs to empty out sandbox and empty out green lid of water.**

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

**Sherri needs to replace kitchen detector.**

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

**Sherri needs to provide documentation of this.**

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

**Sherri needs to show documentation of annual exam for Wrigley on approved form.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**Sherri needs to provide documentation of current physical for Seth, Aubrey and herself.**

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

**Sherri needs to provide documentation of current course completion.**

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

**Please refer to 100.5(1)h. Sherri needs to fix hole on top of Mickey Mouse Table on deck.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

**Need update for G.B., Z.T., K.Y., B.M., A.C., H.T.**

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

**Need update for G.B., Z.T., K.Y., B.M., A.C., H.T.**

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

**Need update for G.B., Z.T., K.Y., A.C., H.T.**

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**Need physical for C.G.**

- ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

**Need school-aged health status for C.L.**

- ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

**Need updated physical for G.B., Z.T., K.Y., B.M., L.G.**

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

**Need update for G.B., Z.T., K.Y., B.M., A.C., H.T.**

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**Need update for G.B., Z.T., K.Y., L.G. Need signature and date on form for C.L.**

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

**Need update for Z.T., B.M., A.C.**

- ☐ 110.5(10) Substitutes

- ☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

**Sherri needs to provide documentation of her substitute usage.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 5/4/15.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **5/4/15**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling  
Social Worker II

*MACHELLE PEZLEY*  
Machelle Pezley  
Social Work Supervisor

**Always Remember:**

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).